



University of Southeastern Philippines
Bids and Awards Committee

Minutes Bid -Evaluation Conference

Project: Procurement of Netbook Units

Contract No. 2020-02/Goods

August 14, 2020 at 3:00 PM

Meeting was conducted Via:

[GOOGLE MEET LINK: https://meet.google.com/azo-ebhd-uop?authuser=0&hl=en](https://meet.google.com/azo-ebhd-uop?authuser=0&hl=en)

Present were:

Bids and Award Committee:

Dr. Reynilo D. Garcia	-	Chairperson
Dr. Reynaldo M. Nogodula	-	Vice Chairperson
Asso. Prof. Rioliza B. Molina	-	Member
Dr. Jose Alther M. Rivera	-	Member
Ms. Rhinna M. Saan	-	Alternate Member

BAC Secretariat/Staff:

Ms. Olivia D. Estremos	-	BAC Secretariat Head
Ms. Melanie PAgkaliwagan	-	BAC Secretariat Head
Mr. Alfred B. Torre	-	BAC Staff
Mr. Teodorico C. Tinaco Jr.	-	BAC Staff

TWG/End-user:

Engr. Ariel Pabilona	-	TWG ICT/IT Equipment
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A. Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Garcia called the meeting to order with three (4) BAC members attended at 2:30 o'clock in the afternoon. He also acknowledged the presence BAC Secretariat and TWG.

B. Rationale

Dr. Garcia (BAC Chair) mentioned that the purpose of bid evaluation is to determine the Lowest Calculated Bid (LCB). (IRR-A Section 32.1) This is done by:

1. Establishing the correct calculated prices of the bids, through a detailed evaluation of the financial component of the bids; and
2. Ranking of the total bid process as so calculated from the lowest to the highest. The bid with the lowest price shall be identified as the LCB.

C. Presentation

The technical working group (TWG) for ICT/IT Equipment Engr. Ariel Pabilona presented the Bid Evaluation Report for the Procurement of Netbook Units. He presented findings of the ff.:

Findings:

Bidder's Name: COLUMBIA COMPUTER CENTER (DAVAO), INC.

REQUIREMENTS		FINDINGS	COMMENTS
1. Eligibility Envelope			
1.1	DTI Business Name Registration or SEC Registration	Complying	Submitted a copy of CERTIFICATE OF FILING OF AMENDED ARTICLES OF INCORPORATION referencing their S.E.C. Registration no : D199701270
1.2	Business Permit	Complying	Submitted a copy of MAYOR'S PERMIT issued by City of Davao, valid until December 31, 2020
1.3	Tax Identification Number	Complying	Submitted Tax Clearance Certificate issued on February 10, 2020 with Tax Identification Number 005-168-902-000 and TCC NO. 19-113-02-10-R0197-2020 . Verified from the Released Tax Clearance of BIR. (http://www.bir.gov.ph)
1.4	Statement of Non-Blacklisted		NA (Not Available)
1.5	Affidavit of No-Relations		NA (Not Available)
1.6	Valid joint venture agreement		NA (Not Available)
1.7	Authorizing BAC to verify statements		NA (Not Available)
1.8	Oath of Authenticity		NA (Not Available)
1.9	Articles or Partnership of Incorporation		NA (Not Available)
1.10	On-going and awarded contracts	Complying	Submitted all necessary documents such as Purchase Order issued to Ateneo De Davao University (private contract) and Notice of Award issued by Southern Philippines Medical Center (government contract).
1.11	Completed similar contracts	For Verification	Submitted Charge Invoice (CI) issued to City Government of Davao – Dep Ed – Davao City. Supporting documents does not show contract duration as show in SLCC. Suggested document to be submitted is Notice of Award, Contract, Notice to Proceed.

1.12	Copies of end-user's acceptance letters for completed contracts	Complying	Submitted all necessary documents. The supplier submitted CTC of Charge Invoice and their Official Receipt as proof of the completion of their project.
1.13	Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor	Complying	Submitted all necessary documents. Services offered were stated in Mayor's permit.
1.14	Audited financial statements	Complying	The supplier submitted all necessary documents.
1.15	NFCC or credit line or cash deposit certificate	Complying	The supplier submitted all necessary documents.
2. Technical Envelope			
2.1	Bid Security	Complying	The supplier submitted all necessary documents.
2.2	Authority of signatory	Complying	The supplier submitted all necessary documents. Authority of Signatory dated August 6, 2020 which allows Ms. Mylene M. Sabulao.
2.3	Production/Delivery Schedule	Complying	The supplier submitted all necessary documents. Delivery schedule is specified in Schedule of Requirements.
2.4	Manpower Schedule		NA (Not Available)
2.5	After-sales service/parts, if applicable	For Verification	The supplier submitted all necessary documents. 3 years warranty is specified in submitted Technical Specification while in brochure, 1 year warranty is specified.
2.6	Technical Specifications <ul style="list-style-type: none"> Processor : Intel Processor, at least Dual Core, min. of 2.0 Ghz Storage : Minimum of 512 GB SSD Memory : Minimum of 4 GB Screen Size : 11.6" to 14" Display Resolution : 1366 x 768 Operating System : at least Windows 10 Home 3 years warranty Free Bag 	For Verification	Submitted Technical Specification supported by the item brochure. (Brand : Acer, Model : Extensa 15 EX215-31 <ul style="list-style-type: none"> Processor : Intel Celeron N4020 (1.1-2.8 Ghz) - Complying Storage : 500 GB HDD – Not Complying Memory : 4 GB - Complying Screen Size : 15.6" – Complying (bigger than what is specified in bid bulletin) Display Resolution : 1366 x 768 - Complying Operating System : Windows 10 Home - Complying 3 years warranty: 1 year in brochure and 3 years in Technical Specification – For Verification Free Bag: specified in Technical Specification not found in brochure. – Complying

Bidder's Name: MASANGKAY COMPUTER CENTER

REQUIREMENTS		FINDINGS	COMMENTS
1. Eligibility Envelope			
1.1	DTI Business Name Registration or SEC Registration	Complying	Submitted a copy of DTI Certificate valid from February 13, 2017 until February 13, 2022 with the certificate no. 04528373. Verified from DTI website https://bnrs.dti.gov.ph
1.2	Business Permit	Complying	Submitted a CTC of MAYOR'S PERMIT issued by City of Manila, with permit number 15454 year 2020.
1.3	Tax Identification Number	Complying	Submitted Tax Clearance Certificate issued on January 8, 2020 with Tax Identification Number 106-690-242-000 and TCC NO. 06-031-01-08-R0046-2020 . Verified from the Released Tax Clearance of BIR. (http://www.bir.gov.ph)
1.4	Statement of Non-Blacklisted		NA (Not Available)
1.5	Affidavit of No-Relations		NA (Not Available)
1.6	Valid joint venture agreement	Not Applicable	Submitted No Valid Joint Venture.
1.7	Authorizing BAC to verify statements		NA (Not Available)
1.8	Oath of Authenticity		NA (Not Available)
1.9	Articles or Partnership of Incorporation		NA (Not Available)
1.10	On-going and awarded contracts	Complying	Specified five (5) government projects. Four (4) completed government projects and one (1) on-going. Submitted CTC of Notice of Award, Notice to Proceed and Contract Agreement.
1.11	Completed similar contracts	Complying	Submitted CTC of Certification which indicates completion of the project under the Division of Pasig City. The project was completed on May 27, 2019.
1.12	Copies of end-user's acceptance letters for completed contracts	Complying	Submitted all necessary documents. The supplier submitted CTC of Check and Collection Receipt issued by their client as payment for the completed project.
1.13	Specification of whether or not the prospective bidder is a manufacturer, supplier or distributor	Complying	Submitted all necessary documents. Kind of business is specified in the Mayor's permit.
1.14	Audited financial statements	Complying	The supplier submitted all necessary documents.
1.15	NFCC or credit line or cash deposit certificate	Complying	The supplier submitted all necessary documents.
2. Technical Envelope			
2.1	Bid Security	Complying	The supplier submitted all necessary documents.
2.2	Authority of signatory	Complying	The supplier submitted all necessary documents. Authority of Signatory dated August 3, 2020 which allows Ms. Desiree L. Ordinario.
2.3	Production/Delivery Schedule	Complying	The supplier submitted all necessary documents. Delivery schedule is within 45 days as specified in Schedule of Requirements.

Recommendations:

- Item 1.11 needs additional document like NOTICE OF AWARD, CONTRACT, or other document showing necessary information about the contract.
- Item 2.5 needs additional document which guarantees USeP of 3 years warranty on the items.
- Item 2.6 needs additional document. Given brochure about the item does not coincide with the Technical Requirements submitted. Storage required by USeP is not complied in the product brochure given by the bidder.

D. Comments and Suggestions:

Engr. Pabilona (TWG for the ICT) suggested the & Awards Committee (BAC) to write a letter for the verification of the above mentioned documents of Columbia Computer Center before the BAC proceed to Post-Qualification process which approved and agreed by the body.

E. Adjournment:

With no further instructions from the BAC and clarifications from the body of the Bid Evaluation Report was adjourned at 4:00 in the afternoon.

Prepared by:


OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:


REYNILO D. GARCIA
BAC Chairman/Goods